Important Dates for Registering Students

Financial Aid 101
Parents and students are invited to learn about our financial aid process and how to finance a college education.
Saturday, February 7, 2015 • 10:00 a.m.-12:00 p.m. • Krasa Student Center
RSVP at ben.edu/FA101

Transfer Orientation
During Transfer Orientation you can meet other incoming transfer students, get your BenCard (student ID), parking pass, purchase books, and speak with academic advisors and financial aid representatives to resolve any last-minute questions.
Thursday, August 13, 2015 10:00 a.m.-1:00 p.m.
RSVP at ben.edu/transferorientation.

Watch a special welcome for you at ben.edu/transferadmit.
Roommate Meet and Greet
Students can meet with their roommates and view residence hall rooms. Career Development and activities for parents will also be available.

Ondrak Hall
Friday, July 24, 2015
Check in - 12:30 p.m.
Event - 1:00-4:00 p.m.

Jaeger Hall
Friday, July 31, 2015
Check in - 12:30 p.m.
Event - 1:00-4:00 p.m.

RSVP at ben.edu/roommate.

Transfer Orientation
Thursday, August 13, 2015
10:00 a.m.-1:00 p.m.
RSVP at ben.edu/transferorientation

Student Life Leadership Conference
This conference is designed to inform incoming students about the many ways they can become involved in the Benedictine community. You can meet with current student leaders and other new students while identifying your own leadership skills.

New Student Leadership Conference Dates:
Friday, August 8, 2014
9:00 a.m.-3:00 p.m.
Friday, August 15, 2014
9:00 a.m.-3:00 p.m.

Continuing Leadership Conference
Students who are interested in enhancing their leadership skills and learning the art of networking, communication and more can attend the Introduction to Leadership Series in the fall and spring. Each participant who completes the four-week series will receive a certificate and will be invited to attend the Leadership Dinner in the spring.

For more information or to RSVP, contact Joan Henehan at (630) 829-6617 or jhenehan@ben.edu.

Welcome Weekend
Welcome Weekend is when your life as a Benedictine student begins. It is a time when you can define your academic expectations, build confidence, reaffirm your beliefs and share good times with other students. You will also meet the people who will help make Benedictine “home.”

Thursday, August 27-Saturday, August 29, 2015

First Day of Classes
Monday, August 31, 2015

Check out what everyone is talking about!

Watch the “Something to Talk About” video at ben.edu/somethingtotalkabout.
Welcome Transfers!
Dear future Benedictine University student,

Congratulations on being accepted to Benedictine University! Choosing where to complete your education is one of the most important decisions you will make.

The enclosed information will help guide you as you make your college decision and take you through the steps to become a Benedictine student. Please read everything carefully and do not hesitate to contact us directly if you have any questions.

Packet Contents:

2 ...... Steps to Become Benedictine
3 ...... Paying for Your Education
4 ...... Student Health Services
5 ...... Registering for Classes
6 ...... Promoting Student Success
7 ...... Housing Information
8 ...... Frequently Asked Questions
10 ...... Understanding FERPA (the Family Educational Rights and Privacy Act)
12 ...... Authorization of Release of Confidential Information to Parents Form
13 ...... Parent Programs
15 ...... Endowed Scholarships
16 ...... Key Contacts at Benedictine

Please note:

• All official transcripts from every college or university attended are required in order to register.

The admissions process can be both exciting and a little confusing. Benedictine University staff members are here to help make the process seamless. If you have any questions about the material included in this packet, please contact our main number at (630) 829-6300.

We look forward to welcoming you into the Benedictine University community.

Sincerely,

Kari Gibbons
Vice President of Enrollment Services

THE Benedictine PROMISE
affordable and attainable undergraduate and graduate education that creates successful values-based leaders.

5700 College Rd. • Lisle, IL 60532 • (630) 829-6300 • ben.edu
Once you have decided to become a part of Benedictine University, you must complete the items on this checklist to secure your place:

- **Review your major checklist** with your admissions counselor to ensure all questions and concerns are answered.
- **Complete the Free Application for Federal Student Aid (FAFSA)** beginning on January 1, 2015. We suggest you complete this well before February 2015. Remember to include our school code 001767. You can complete your FAFSA with estimated information if your 2014 taxes are not yet filed.
- **Review your out-of-pocket cost** with your admissions counselor to ensure all financial aid has been processed.
- **Submit a housing application form** and pay the $125 housing deposit to reserve your campus living space by June 30, 2015. Housing assignments will be emailed at the end of July. Apply for housing at housing.ben.edu.
- **Submit a completed Student Health Form** with a copy of your immunization records to Student Health Services by Saturday, August 1, 2015. The form can be found at ben.edu/healthform. See Page 4 for more information.
- **Complete the enclosed** Family Educational Rights and Privacy Act (FERPA) authorization form on Page 12.
- **Submit your official final college transcripts** to Benedictine University’s Enrollment Center by September 1, 2015 to complete your admission file.
- **Final step is to confirm your enrollment to Benedictine University.** You can do this by contacting your admissions counselor directly or by calling the Enrollment Center at (630) 829-6300. Once your enrollment is confirmed, you will receive a call from an academic advisor to set up a date and time to register. Your academic advisor will assist you in selecting your classes and monitor your progress throughout the semester.
- **Fall class registration opens** on Monday, March 30, 2015.
- **Attend Transfer Orientation** on Thursday, August 13, 2015.
- **Go to class!** The first day of school is Monday, August 31, 2015.
Paying for School

Wondering how to pay for college? We are here to help. Below you will find some information about financing your Benedictine education. Shortly after your acceptance letter arrives, you will receive a letter from your admissions counselor detailing any institutional awards for which you qualify. Students who complete the Free Application for Federal Student Aid (FAFSA) will receive a formal financial aid award letter that will detail eligibility for all institutional, federal and state aid programs.

Free Application for Federal Student Aid (FAFSA)

You may be eligible for more institutional, state and/or federal funds, but that information cannot be determined without the filing of your FAFSA. You should submit the FAFSA application as soon as possible after January 1 to determine what federal and state funds you may be eligible to receive. The application can be completed with estimated information and updated later. Applications can be found online at fafsa.gov. Use Benedictine University's school code 001767 to release your information to the Office of Financial Aid. Representatives from Benedictine University's Office of Financial Aid are available at (630) 829-6100 or financialaid@ben.edu.

Student Accounts Information

It is your responsibility to organize your finances to cover your educational expenses. Because we recognize each student has different needs and unique financial aid circumstances, we have staff available to provide tuition counseling for students and their families.

Tuition and fees are incurred at the time of registration. Tuition, fees, and room and board must be paid in full seven days after the first day of classes to avoid a late fee and financial hold. Payment is considered paid in full when covered by financial aid or if students set up a payment plan by the deadline.

Tuition Payment Plan from Higher One

The Tuition Payment Plan is the interest-free way to spread tuition payments over a number of months. The Tuition Payment Plan from Higher One is not a loan, so there are no interest payments. There is a nonrefundable application fee to enroll in the plan. The plan allows you to break down your education expenses into easy-to-manage installments, rather than one lump-sum payment. It is simple and convenient.

How to Get Started

Just visit tuitionpaymentplan.com/ben, click “Enroll in a plan for the first time” and in a few easy steps your enrollment will be complete. If you have questions regarding which plan to select or the amount to budget, please contact Student Accounts at (630) 829-6503 or sar@ben.edu.

Fast, Easy Payment Options

Higher One’s Tuition Payment is all about convenience. That is why we offer you the option to make your payments online* by eCheck or credit card, or by mail with your monthly statement. If you prefer the worry-free simplicity of automatic deductions from your checking or savings account, you can sign up for recurring payments.

*No check processing fees when you pay online on or before the due date.

Manage Your Account Online

Once you have enrolled and created your account login information, you can check the status of your account and make payments anytime.

Making payments using the Tuition Payment Plan is simple and convenient.

Enroll today!

For more information, visit ben.edu/transferpacket.
All incoming students must complete a health form and provide a verified immunization history.

Student Health Form

Every incoming student must complete and submit the health form and a copy of immunization records to comply with Illinois law. The health form provides information in the event of a medical emergency and indicates conditions for which you may need care or assistance from Student Health Services.

• Complete the health form at ben.edu/healthform. No handwritten forms will be accepted.
• Obtain a copy of your high school immunization record or request a copy from your physician’s office.
• No physical is needed.
• The typed, completed Student Health Form and the immunization record should only be submitted to the Office of Student Health Services.

Counseling Services by Appointment:
• Initial consultation and assessment.
• Focused individual psychotherapy.
• Referral to outside services.
• Emergency services and hotline information.
• Consultation and outreach.
• Workshops and presentations.

Health Care Services:
• Walk-in clinic for evaluation and treatment of simple and acute illnesses at no charge for Benedictine University undergraduate students; graduate students pay $20 per visit.
• Rapid strep screening for strep throat.
• Quick view mono screening.
• Dipstick Urinalysis.
• Tetanus booster vaccines for a fee.
• Tuberculosis Screening-PPD skin test for a fee.
• Annual flu vaccine for a fee.
• A list of local hospitals and ambulatory clinics is available in Student Health Services and on the University website: ben.edu/healthservices.

Reminder! Student Health Form deadline is August 1, 2015

You can also fax your form to Student Health Services at (630) 829-6035. Please verify that your name appears on both pages before sending. We recommend that you save a copy for your own records. All information must be completed and on file with Student Health Services by August 1, 2015. A $25 late fee will be assessed after the first two weeks of classes if you fail to meet this requirement. A hold will also be placed on your registration. For additional information, contact (630) 829-6046 or studenthealth@ben.edu.

Athletic Health Form

Student Health Services does not have access to records sent to the Athletic department, therefore completion of your sports physical does not satisfy your Student Health Services requirements. You will be required to complete the Student Health Form and submit your immunization records to Student Health Services. In addition, you will need to submit the Athletic Health Form along with a record of a sports physical to the Athletic department.

Student-athletes must login to the "Athletic Trainer System," which can be accessed at benueagles.com under the "Sports Medicine" tab.

Office Hours:
9:00 a.m. to 4:30 p.m.
Monday through Friday.

Mail
Student Health Services, Krasa 116,
5700 College Rd., Lisle, IL 60532

Fax
(630) 829-6035

Complete your health form online at ben.edu/healthform.

The goal of Student Health Services is to assist students in maintaining an optimal level of good health and well-being. The staff wants to see students achieve their academic, social and personal goals, and get the most out of their college experience.
Once you have accepted your admissions offer with your admissions counselor, the New Student Advising Center (NSAC) will contact you to schedule an advising appointment on campus where you will register for your first semester of courses. Incoming transfer students have the benefit of registering with our current students according to the hours they have earned. The NSAC academic advisor will assist with your transition to Benedictine through your first semester. You will then transition to a faculty advisor within your major.

Responsibilities of Student Advisees

- Provide your academic advisor with specific information on college level coursework or Advanced Placement (AP) tests you have or will be completing. This information will greatly impact your fall course selection.
- Clarify personal values and goals.
- Become knowledgeable about college programs, policies and procedures.
- Participate fully in the advising experience, which includes attending scheduled advising appointments.
- Ask questions and address concerns.
- Accept responsibility for decisions.
- Monitor and be proactive with one’s own academic progress.
- Become familiar with electronic resources such as MyBenU, D2L and your University email account.

Responsibilities of Academic Advisors

- Communicate University policies and procedures.
- Help students define and develop realistic goals.
- Match students’ needs with available resources and make appropriate referrals.
- Assist students with planning schedules consistent with their abilities and interests.
- Monitor student progress.

Helpful Reminders

- If you are undecided on a major, we recommend that you schedule an appointment with the Career Development Center after you have been accepted or have registered for classes. The Career Development Center staff can assist you as you explore various majors and careers. For more information or to schedule an appointment, please call (630) 829-6040.
- Request all your official transcripts be sent to Benedictine University. Having the most up-to-date information will help your advisors select the appropriate courses for you during your advising appointment.
- Once you have accepted your admissions offer, an academic advisor will contact you to schedule an advising appointment. If you are unable to come to campus for your fall registration and advising session, we can schedule a phone appointment with you as well.
- You may be required to take a math placement test if you do not have any college level math credit. This will be indicated on your transfer credit evaluation. Visit ben.edu/placementhome for more information.

Contact Information:
Benedictine University
New Student Advising Center
Lownik Hall, Room 105
Email: newstudentadvising@ben.edu
Phone: (630) 829-1120
Website: ben.edu/advising

Fall 2015 class registration opens Monday, March 30!
Student Success Center

The Student Success Center engages students by providing support for academic work as well as cocurricular activities and professional goals. The center’s services include:

- Academic support and tutoring functions.
- Comprehensive career development services.
- Accommodation services for students with disabilities.
- Advising and related support for undecided majors and students in academic difficulty after the first year at Benedictine.
- Leadership and student development programs.

Learning Specialists

Students may arrange for individual appointments with our learning specialists. The Math Learning Specialist assists students with all levels of math through Calculus II, as well as statistics and biostatistics. The Writing Skills Learning Specialist confers with students about writing assignments, including topic development, organization, writing style, citation and revisions.

Study Zone

Located on the lower level of the Krasa Center, the Study Zone is a quiet study area designed to support student learning and achievement. Within the Study Zone, the Student Success Center offers peer tutoring sessions for a variety of classes each semester in science, business and social science, as well as regularly scheduled assistance for writing and math. Peer tutors, upper-level students who have been recommended by faculty, help students clarify difficult concepts, prepare for quizzes and exams and complete written assignments. These sessions are available to students on a “drop-in” basis free of charge. A schedule of tutoring sessions is available at ben.edu/tutoring.

In addition to study sessions, the Study Zone provides students with 24/7 access to computers and quiet space for individual or small group study.

Career Development

The Career Development Center offers comprehensive services to assist students and alumni in developing, implementing and evaluating career and life plans. Career Development services include:

- Career assessment.
- A computerized career guidance program designed to help students discover career options.
- A career development library.
- Assistance with locating internships and preparing students for internship experiences.
- Seminars on resume and cover letter writing.
- Resume referral.
- On-campus recruiting and job fairs
- Development of networking and interviewing skills.
- Guidance on transitioning from school to work.

In addition to these services, the AlumNet Program and Alumni Career Seminar Series provide useful career development information as well as networking opportunities for graduates to connect with local employers.

Services for Students with Disabilities

Students with documented physical or mental disabilities may be eligible for academic accommodations through the Americans with Disabilities Act. The accommodations available to students are related directly to the student’s diagnosis, as supported by professional recommendations in the documentation provided. Commonly granted accommodations include:

- Extended time for testing in a distraction-reduced test environment.
- Designated note-taker in class.
- Modified or enlarged classroom/reading materials.
- Books on tape and/or tape recorded lectures.
- Preferential classroom seating.

It is the legal responsibility of each eligible student seeking accommodations and services from Benedictine University to provide a written, comprehensive psycho-educational and/or medical evaluation verifying the condition. This documentation must be current and submitted to the Student Success Center.

Early Alert Team (EAT)

Faculty and staff members, students and/or parents should consider a referral to the Early Alert Team (EAT) if there is a concern about a student. Possible reasons for a referral may include mental health concerns, academic or personal difficulties that interfere with a student’s success, behaviors that warrant concern, and/or knowledge of personal or family concerns that may be interfering with their success. Consider a referral if, after speaking to a student about the concern, no improvement occurs.
On-campus living provides an opportunity for students to combine academic life with social development.

Daily living with others encourages the development of a cooperative attitude, respect for individual rights and a sense of group responsibility. As a result, campus residences develop diverse communities which meet the needs of its members both individually and collectively. It is the realization of these conditions that foster a healthy, scholarly community.

The all-female Jaeger and all-male Ondrak halls offer twin-size bunkable beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. The coed Neuzil Hall features twin-size bunkable beds, two four-drawer wood chests that can be unstacked and used as two-drawer chests, maple desks and upholstered two-position chairs. The residence halls also feature free Internet access, laundry facilities and cable television. Founders’ Woods, primarily an upperclassmen residence located on the western edge of campus, features spacious one-, two- and four-bedroom apartment homes. Amenities include full kitchens, access to cable TV, and washers and dryers in each unit.

Resident hall assignments and SimpleCampus accounts

- The housing priority deadline is June 30.
- Housing assignments are emailed in late July.
- Submit your housing deposit at ben.edu/deposit.
- Sign up for a SimpleCampus account at housing.ben.edu
- After you fill out the information, click "Create Account," and click "Apply."
- Fill out the requested general information.
- Read and click the acknowledgement for the agreement.
- Click “Confirm” and “Submit Application.”

If you have any questions or issues with the application, contact the Office of Residence Life staff:

- Monica Miller at mmiller@ben.edu or (630) 829-6603
- Luba Baranivsny at lbaranivsky@ben.edu or (630) 829-6124
- Karl Constant at kconstant@ben.edu or (630) 829-6604
- Jon Miller at jmiller@ben.edu or (630) 829-6515

Get Connected.

During the spring semester, the Office of Alumni Development will host a “Get Connected” series with each college to connect current students, prospective students and parents of prospective students with alumni.

These events offer a platform for alumni to share stories of life on campus and various classroom and other experiences when they were students at Benedictine. Alumni speak to students and parents about the impact the Benedictine values have made in their personal and professional lives, and how it has set them apart from other graduates.

At the end of each session, we encourage dialogue between alumni, students and parents. Our alumni are always excited to come back, share their experiences and encourage current students to persevere. In the past, students have made great connections with our alumni panel and continue to interact with them beyond the event. Please visit ben.edu/alumni for the dates and times of each Get Connected event.

We hope you will make time to attend and learn more about the value of a Benedictine education.
How many credit hours can I transfer to Benedictine?

There is no limit to the number of credit hours you can transfer to Benedictine University; however, you need to be aware of residency requirements. Refer to your official transfer evaluation checklist for the requirements that apply to you.

Why are courses that I took not listed on my checklist?

Courses that are transferrable but do not satisfy the Basic Skills, a Modes of Inquiry elective, or a major or cognate requirement will not be listed on your checklist, but will count as general elective credit toward the overall 120 semester credit hours required for graduation. College Level Examination Program (CLEP) and Advanced Placement (AP) credits do not appear on the checklist but can be viewed as transferable credit through MyBenU.

Does Benedictine University award credit for Advanced Placement (AP) or College Level Examination Program (CLEP) exams?

Yes, but it depends on the subject and test score. For more information on the test and scores, please visit ben.edu/placement.

I received a “D” in one of my courses. Will it still transfer?

A course completed with a grade of “D” will not be accepted if required for your major, a Basic Skills requirement or other requirements as stated in the University catalog.

Will my grades from my prior coursework be included in my GPA at Benedictine?

No, only courses taken at Benedictine University will be included in the Benedictine GPA.

A course from my transferring institution is worth 4 semester credit hours. If the equivalent course at Benedictine is worth 3 semester credit hours, will I lose the extra semester credit hour?

In most cases, the “extra semester credit hour” will count as general elective credit toward the overall 120 semester credit hours required for graduation.

Where can I find more information about majors if I am undecided?

Academic program plans and checklists are available on Benedictine University’s website: ben.edu/academics.

How do I know if a college or university is regionally accredited?

Most colleges should have a prominent “Accreditation Statement” in their catalog or on their website. The following organizations grant regional accreditation: Middle States Association of Colleges and Schools; the Middle States Commission on Higher Education; the New England Association of Schools and Colleges Commission on Institutions of Higher Education; the Higher Learning Commission of the North Central Association of Colleges and Schools (Benedictine’s accreditation); the Southern Association of Colleges and Schools Commission on Colleges; Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges; and the Western Association of Schools and Colleges Senior College and University Commission.
Is Benedictine University on the quarter or semester system?

Benedictine University operates on the semester system for undergraduate students and grants credits in semester hours. The academic year consists of two, 15-week semesters, fall and spring. There is also a summer term consisting of two five-week sessions.

How do I convert quarter credit hours to semester credit hours?

One quarter credit hour equals two-thirds of a semester credit hour. Divide the number of quarter credit hours by three and multiply by two.

Here is a breakdown of the conversion:
- 5 quarter hours = 3.33 semester hours
- 4 quarter hours = 2.67 semester hours
- 3 quarter hours = 2 semester hours
- 2 quarter hours = 1.33 semester hours
- 1 quarter hour = 0.67 semester hours

How many semester credit hours does a student need to have freshman, sophomore, junior or senior standing?

- Freshman = 0 - 29 hours
- Sophomore = 30 - 59 hours
- Junior = 60 - 89 hours
- Senior = 90 or higher hours

Will Benedictine University accept military credit?

Benedictine University will award college credit for some military training based on the recommendations provided by the American Council on Education. To have your credit evaluated, request your military transcripts by visiting https://jst.doded.mil.

How is international transfer credit evaluated?

Students are required to provide a foreign credit evaluation of any coursework completed outside of the United States. Benedictine will only accept foreign credit evaluations from Educational Perspectives or the Educational Credential Evaluators (ECE). Educational Perspectives should be asked to provide a “Detailed Evaluation.” Visit edperspective.org/benedictine for more information. ECE should be asked to provide a “Subject Analysis.” Please visit ece.org for more information. Course syllabi (translated into English) may be required to determine course equivalences. Course syllabi can be emailed to newstudentadvising@ben.edu.

For more information, visit ben.edu/transferpacket.
What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy and integrity of a student’s education records by generally prohibiting the disclosure of personally identifiable information from education records maintained by the institution, and by granting the student the right to review their education records and to request the addition, correction or deletion of information in their education records. FERPA provides that each student has the right to:

- Inspect and review their education records.
- Request that their education records be amended if they believe that the records are inaccurate, misleading or otherwise in violation of their privacy.
- Provide written consent to disclosures of personally identifiable information contained in the student’s education records prior to the University’s disclosure of the information, unless the disclosure is to be made in a situation where FERPA does not require such consent.
- Obtain a copy of the University’s procedures regarding student records in compliance with FERPA.
- File a complaint with the Family Policy Compliance Office of the U.S. Department of Education if they believe that the University has failed to comply with the requirements of FERPA.

Who is protected under FERPA?
FERPA applies to students who are attending or have attended Benedictine University and whose education records are maintained by the University. Attendance may be in person or by paper correspondence, video conference, satellite, Internet or other electronic information and telecommunications technologies for students who are not physically present in the classroom, and includes the period during which a person is working under a work-study program. FERPA does not apply to persons who are admitted but have not yet attended class, or to those who have applied for but are denied admission to the University.

How do I access and amend my education records?
Students and former students wishing to inspect their records should make a written request to the registrar specifying what records are to be reviewed. The student will be notified when the records are available. If a student believes that any of the education records relating to him or her contain information that is inaccurate, misleading or in violation of his or her rights of privacy, he or she may submit a written request to the registrar clearly identifying the part of the record the student wants changed and specifically why it is inaccurate or misleading. The University, however, is under no obligation to grant such a request.

What are considered education records?
Education records generally include all records, files, documents and other materials that contain information directly related to the student and are maintained by Benedictine University. However, certain records maintained by the University, including certain student employment records and records created or maintained by Benedictine University Police, are not education records.
Who has access to education records?

University officials who have a legitimate educational interest in a student’s education records may have access to those records. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of their University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University’s Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access.

- The University may disclose information from the student’s education records to the student’s parents if the student provides a written consent to the disclosure by completing Section A of the Authorization For Release of Confidential Information to Parents, or if the parent requests the information in writing, completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents and provides evidence that the student is their dependent for federal income tax purposes, or if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled substance.
- The University also discloses education records without consent upon request from officials of another school in which a student seeks or intends to enroll.

How do I withhold disclosure of directory information?

Currently enrolled students may withhold disclosure of their directory information by completing the FERPA Non-Disclosure of Designated Directory Information form available in the Registrar’s office within 10 calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

What is “directory information?”

FERPA permits the release of directory information to third parties outside the institution without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. Benedictine University defines directory information as follows:

- Student’s name, address and phone number.
- Major and minor fields of study.
- Participation in officially recognized activities and sports.
- Dates of attendance, degrees and awards received.
- Most recent education institution attended.
- Full-time/part-time enrollment status.
- Photo.

Benedictine University’s policy is to not release directory information to outside entities, such as vendors who request student directories with address information. In compliance with the Solomon Amendment, directory information is provided to the United States Department of Defense upon request.

What is a third party release authorization?

A student may authorize the release of personally identifiable information from education records protected by FERPA, and other types of confidential information as well) to a third party by signing an Authorization for Release of Confidential Information to a Third Party form. The form is available in Enrollment Services, the New Student Advising Center (NSAC) or under forms at ben.edu/advising.

How do I obtain further information on FERPA?

For further information on FERPA, you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington D.C., 20202-4605

You may also access FERPA regulations online at ed.gov.

For more information, visit ben.edu/transferpacket.
Under the Family Educational Rights and Privacy Act (FERPA), Benedictine University is permitted to disclose information from a student’s education records to parent(s) if student consents to the disclosure.

**Student Consent**  
*(To be completed annually)*

A. I consent to the disclosure of any personally identifiable information from my education records to my parent(s) named below, for reasons determined by Benedictine University as appropriate. This authorization will remain in effect for the current academic year only, or until I revoke it in writing.

Signed: ___________________________  Date: ___________________________

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B. I wish to revoke my consent to the disclosure of information from my education records to my parent(s) effective immediately.

Signed: ___________________________  Date: ___________________________

**Parent Certification**  
*(To be completed annually if the parent requests student account and/or financial aid information)*

If the student whose name appears above does not consent to the disclosure, but parent(s) claim student as a dependent for federal income tax purposes (and complete the Parent Certification below), Benedictine University may disclose Student Account and Financial Aid information to parent(s).

C. I certify that the student whose name appears above is my dependent for federal income tax purposes. I have attached a copy of my most recent Tax Return (Form 1040), as evidence of dependent status, having first removed or blocked out all financial information and all Social Security numbers except my own and that of the student. I understand that Benedictine University is not required to disclose student account and/or financial aid information from my dependent’s records to me but may do so if I request the information in writing, and provide this certification and a copy of my tax return. This certification remains in effect for the current school year.

Print Parent(s) Name  Signature  Date

State of  County of  

Signed and sworn to (or affirmed) before me on this ______ day of ______ , 20____ (SEAL)

Notary Public  My commission expires:
Welcome Parents

Your student is not the only new member of the Benedictine community. We believe that parents and siblings are an integral part of the Benedictine family. As such, there may be times when you will need support or assistance from the University. There are a number of resources the University can offer. Hope Keber is the parent liaison for the Office of Student Life. She is a full-time staff member dedicated to providing support and assistance to the parents of Benedictine students from the college selection process through graduation. Please see the listing of family events and volunteer opportunities below.

Parent and Family Events 2015-16

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August</td>
<td>Parent Orientation</td>
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<tr>
<td>October</td>
<td>Parent Phonathon</td>
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<tr>
<td>October</td>
<td>Annual Parent Association Meeting</td>
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<tr>
<td>October</td>
<td>Family Weekend</td>
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<tr>
<td>November</td>
<td>Family Thanksgiving Dinner with Benedictine Family</td>
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<tr>
<td>April</td>
<td>Annual Parent Brunch</td>
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</tbody>
</table>

Parent Volunteer Opportunities

- Parent Phonathon—Parents of current students call new Benedictine parents to see how they are doing.
- Benedictine Parent Reference—Be an ambassador for the University and communicate with prospective families whose students are interested in enrolling at Benedictine University.
- Hooding and Honors Ceremony—Welcome families and hand out programs.
- Commencement Ceremony—Welcome families and hand out programs.
- Adopt an International Student—Host an international student during holidays and school breaks or invite them to join your family at the Benedictine University Family Thanksgiving Dinner.
- Event Planning—Help plan upcoming events.
- Family Weekend—Parent Programs and Student Activities plan a weekend of fun fall activities. An extra set of hands are always welcome for this two-day family event.
- Fundraising—Fundraising ideas and volunteers are always welcome to help us grow the Parent Fund. A silent auction is being considered and we hope to recruit new parent volunteers along with their exciting ideas.
- Welcome Weekend—Parent volunteers join the Parent Council in welcoming all new members to the Parent Association. All Benedictine parents become members when their freshman or transfer student enrolls.

For additional information, contact:
Hope Keber
Parent Liaison
Parent Programs
Benedictine University
(630) 829-1127
hkeber@ben.edu
ben.edu/parents
Be Social. Get Connected.

Join the Benedictine Transfer facebook group and follow other University social media pages and get connected today!

facebook.com/benutransfer

Get connected by joining a club.
For a full list of clubs, go to ben.edu/studentclubs.
Benedictine University is honored and humbled by the many founders who feel connected to us and want to give back to our students. Endowed scholarships and awards have been established for a variety of purposes: to honor or remember a loved one or past faculty member, to help students in particular majors or to simply provide financial assistance to students in need. Transfers who start in fall 2015 can apply for these scholarships for the 2016-17 school year. For more information and a full listing of available scholarships and awards, please visit ben.edu/scholarships or contact the Office of Financial Aid at financialaid@ben.edu or (630) 829-6100.
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Alumni Development</td>
<td>Krasa Center, Room 175</td>
<td>(630) 829-6077</td>
</tr>
<tr>
<td>Ben Central (Enrollment Services)</td>
<td>Krasa Center, Room 169</td>
<td>(630) 829-6500</td>
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<tr>
<td>Biochemistry/Molecular Biology</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6565</td>
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<tr>
<td>Biology/Health Science</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6563</td>
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<tr>
<td>Barnes &amp; Noble at Benedictine University</td>
<td>Krasa Center, First Floor</td>
<td>(630) 829-6010</td>
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<tr>
<td>Business</td>
<td>Scholl Hall, Room 158</td>
<td>(630) 829-6224</td>
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<tr>
<td>Career Development Center</td>
<td>Krasa Center, Room 010</td>
<td>(630) 829-6040</td>
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<tr>
<td>Campus Services</td>
<td>Parking Garage, First Floor</td>
<td>(630) 829-6420</td>
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<tr>
<td>Chemistry/Physics/Engineering</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6565</td>
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<tr>
<td>Communication Arts/Fine Arts</td>
<td>Kindlon Hall, Room 270</td>
<td>(630) 829-6274</td>
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<tr>
<td>Computer Science and Information Systems</td>
<td>Birck Hall, Room 015</td>
<td>(630) 829-6550</td>
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<tr>
<td>Dining Services (Sodexo)</td>
<td>Krasa Center, Room 204</td>
<td>(630) 829-6383</td>
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<td>Education</td>
<td>Kindlon Hall, Room 263</td>
<td>(630) 829-6280</td>
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<tr>
<td>Enrollment Center</td>
<td>Lownik Hall, Main Level</td>
<td>(630) 829-6300</td>
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<td>Financial Aid</td>
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<td>(630) 829-6100</td>
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<tr>
<td>Language and Literature</td>
<td>Kindlon Hall, Room 270</td>
<td>(630) 829-6274</td>
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<td>Student Health Services</td>
<td>Krasa Center, Room 116</td>
<td>(630) 829-6046</td>
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<td>History, Philosophy and Religious Studies</td>
<td>Kindlon Hall, Room 158</td>
<td>(630) 829-6250</td>
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<td>Information Technology</td>
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<td>(630) 829-6684</td>
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<td>Athletics</td>
<td>Rice Center</td>
<td>(630) 829-6140</td>
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<tr>
<td>International Business and Economics</td>
<td>Scholl Hall, Room 158</td>
<td>(630) 829-6224</td>
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<td>International Programs and Services</td>
<td>Scholl Hall, First Floor</td>
<td>(630) 829-6342</td>
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<td>Library</td>
<td>Kindlon Hall, Lower Level</td>
<td>(630) 829-6050</td>
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<td>Mathematics</td>
<td>Birck Hall, Room 135</td>
<td>(630) 829-6550</td>
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<td>Music/Studio Art</td>
<td>Scholl Hall, Room 105</td>
<td>(630) 829-6320</td>
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<td>New Student Advising Center</td>
<td>Lownik Hall, Room 105</td>
<td>(630) 829-1120</td>
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<td>Nutrition</td>
<td>Kindlon Hall, Room 224</td>
<td>(630) 829-6534</td>
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<td>Personnel Resources</td>
<td>Lownik Hall, Room 025</td>
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<td>Political Science</td>
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<td>Pre-Professional Programs</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6232</td>
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<td>Registrar</td>
<td>Krasa Center, Room 030</td>
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<td>Residence Life</td>
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<td>Student Accounts</td>
<td>Krasa Center, Room 169</td>
<td>(630) 829-6503</td>
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<td>Student Activities</td>
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<td>Student Life</td>
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<td>(630) 829-6006</td>
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<td>Student Success Center</td>
<td>Krasa Center, Room 012</td>
<td>(630) 829-6340</td>
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<td>University Ministry</td>
<td>Kindlon Hall, Room 419</td>
<td>(630) 829-1310</td>
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<tr>
<td>University Police</td>
<td>Parking Garage, First Floor</td>
<td>(630) 829-6666 (Emergency)</td>
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<tr>
<td>Writing Program</td>
<td>Kindlon Hall, Room 270</td>
<td>(630) 829-6274</td>
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